

Web page introduction

## Seeking the perfect manager to create village hub for Alfrick & Lulsley

### **Background**

Alfrick & Lulsley Community Shop Ltd is an 'Industrial and Provident Society for the benefit of the Community' company. A not for profit organisation registration No. 31326R aimed at establishing a local post office and store to support the villages of Alfrick and Lulsley, Worcestershire WR6. The villages of Alfrick & Lulsley comprise a total of 300 dwellings which are home to a diverse community. The Shop Management Committee was formed following a public meeting initiated by the Parish Council and held at Alfrick Village Hall in March 2011. The first share sale took place at the Alfrick & Lulsley Horticultural Show & Fete in September 2011 followed by several opportunities to purchase shares throughout September and October 2011.

The project is supported by the [Plunkett Foundation](#) Currently there are 266 community shops nationally including two in Worcestershire and seven in Herefordshire.

## ALFRICK & LULSLEY COMMUNITY SHOP LTD

### Appointment of Part time Shop and Post Office Manager

#### OUTLINE JOB DESCRIPTION

##### **Role**

The job will entail the supervision of the day to day trading activity of the shop, including:

- Management of the Volunteer Group to ensure a minimum of two volunteers are operating in the Shop/Post Office at any one time.
- Motivation of the Volunteer Group and leadership of volunteer training initiatives.
- Handling of cash receipts and banking, together with the security of cash takings etc.
- Supplier liaison, arranging deliveries etc.
- Stock control and coordination.
- Innovative approach to the products stocked and their presentation.
- To be the Post Office appointed person and carry out any day to day liaison, for which comprehensive training will be provided.

##### **Accountability**

The post holder will be responsible to the Management Committee of the Community Shop Company. He/she will be expected to report on basic performance of the shop with respect to takings, turnover, profitability etc. and to make suggestions for improvements.

The post holder will also be able to contribute to the long term development of the shop through its range of products and services.

##### **Key skills**

Good level of numeracy, literacy and IT skills essential.

Some retail or customer service experience is desirable, but not essential.

##### **Personal characteristics**

- Outgoing personality and good with people, for dealing with both customers and volunteers
- Ability to evaluate what does/doesn't work and subsequently make recommendations for change/improvement.
- Innovative and willing to experiment and implement new ideas.
- Most of all - **Enthusiasm**.

##### **Salary and Hours**

The number of paid hours per week to be determined and agreed with the Management Committee. It is estimated this could be approximately 15 hours per week. It is envisaged that an annual salary up to £8,000 will be available for the right candidate.

This is a new community funded venture necessitating flexibility of timescales. At this time therefore it is anticipated the successful candidate will not commence his/her duties before February 2012.

### **How to apply**

Please submit a letter of application and cv with details relevant to this opportunity to:

**Mr A J Soper, Chairman and Volunteer Coordinator, Alfrick & Lulsley Community Shop Ltd.,The Old Vicarage, Folly Road, Alfrick, Worcestershire**

Or by email to: [shop@alfrickandlulsley.org](mailto:shop@alfrickandlulsley.org)

The deadline for applications is **16 December 2011**